



**BUREAU OF
BUSINESS MANAGEMENT
DIVISION OF PROCUREMENT SERVICES
2600 Bull Street
Columbia, SC 29201-1708
Telephone (803) 898-3501 Fax (803) 898-3505**

REQUEST FOR INFORMATION (RFI)**THIS IS NOT AN ORDER**

Submission must be received by DATE: 15-Sep-2006 (Close of business day)	Send information to above address to ATTN.: Tripp Clark	RFI #: RFI-09/15/06-TC	Date: 01-SEP-2006
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VENDOR:

ANTICIPATED SHIP TO:
SCDHEC
2600 Bull Street
Columbia, SC 29201-1708

COMMODITY: Document building software**NOTE: SEE ATTACHED SHEETS FOR PURPOSE, SCOPE OF WORK, AND SPECIFICATIONS.****This Section Must Be Completed By Vendor:**

_____	Area Code: Telephone Number _____
Vendor Name	Toll Free Number _____
_____	Fax Number _____
Mailing Address	Federal I.D. or Social Security Number: _____

City State Zip Code	

I certify that this information is submitted without prior understanding, agreement or connection with any corporation, firm or person submitting information for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud.

_____	_____	____/____/____
Authorized Signature (Manual)	Authorized Signature (Typed) Titled	Date Signed

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

SOLICITATION NUMBER: RFI-09/15/06-TC

SCOPE OF WORK:

The Procurement Services Division of the South Carolina Department of Health and Environmental Control is requesting information about any available commercial off the shelf software packages which provide for the building of forms and complex documents for Microsoft Word. The Division regularly must create solicitations, modifications, and other documents in Microsoft Word. Presently this involves an often cumbersome editing process. The solution envisioned could be customized to ask a series of questions, present options of various terms and clauses that might be used, and then, based on responses given by the user, would “build” a Word document, with proper numeration, pagination, headers, etc. which could then be further edited, if necessary, by the user within Microsoft Word. It is expected that one user will be the administrator to create the initial templates and forms, but there will be 10 – 12 users of the forms/documents initially (future growth to other areas in DHEC is likely).

Other solutions which accomplish the task by other means will be considered.

Evaluation or demonstration copies of the software will be accepted if available. Information should be submitted by 5:00 p.m. on Friday, September 15. Questions may be directed to Tripp Clark at (803) 898-3485 or clarkhc@dhec.sc.gov.

Submission of Information

It is requested that information in response to this Request be submitted, by the time and date, and to the address shown on the cover page. All packages should be marked with the solicitation number and the marked “Attn: Tripp Clark”

This Request for Information does not commit SC DHEC or the State of South Carolina to solicit or award a contract or to pay any costs incurred in the preparation of the information submitted. SC DHEC reserves the right to accept, reject or utilize without obligation any information submitted in response to this Request.